

MADERA COUNTY  
SHERIFF'S SERGEANT

DEFINITION

Under general direction, to supervise, assign, coordinate, review, and participate in the work of sworn and non-sworn staff responsible for providing law enforcement operations including patrol, investigation, civil, boat patrol, search and rescue, special task forces, and coroner functions; and to do related work as required.

SUPERVISION EXERCISED

Exercises direct supervision over sworn and non-sworn staff.

DISTINGUISHING CHARACTERISTICS

This is a supervisory job class. Incumbents are responsible for staff or administrative assignments in addition to supervising, assigning, coordinating, reviewing and participating in the work of staff providing assigned functions and services including patrol, investigation, civil, boat patrol, search and rescue, special task forces, and coroner. This class is distinguished from the next higher class of Sheriff's Lieutenant in that positions in the higher class serve as second level supervisors with responsibility for a major function or division.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES

Supervises, assigns, coordinates, reviews, and participates in the work of staff responsible for various functions and services with the Sheriff's Department including patrol, investigation, civil, boat patrol, search and rescue, special task forces, and coroner functions; provides supervision and training to assigned staff; provides staff training on new procedures; participates in in-service training programs; assigns and evaluates staff work; supervises and participates in a variety of criminal investigations as assigned including covert and undercover investigations; supervises and participates in the collection and preservation of evidence at crime scenes; supervises and participates in the work of staff conducting interviews with victims, witnesses, and suspects; supervises and participates in patrolling assigned areas and responding to calls for service; assists with the more serious or difficult crimes, accident scenes, emergencies, and investigations; confers with assigned personnel on proper handling of complex or major cases; reviews the work of assigned personnel to ensure compliance with Department policies and procedures; ensures adherence to appropriate policies and procedures; reviews reports to verify completeness and adherence to prescribed standards; maintains and facilitates public relations and cooperative working relationships with news media, schools, local organizations and the general public; attends and speaks at various community functions and meetings; responds to citizen complaints and requests for information; performs the full range of Deputy Sheriff duties as required; serves as the Sheriff's Lieutenant upon the request or absence of the Sheriff's Lieutenant.

OTHER JOB RELATED DUTIES

Performs related duties and responsibilities as assigned.

## JOB RELATED AND ESSENTIAL QUALIFICATIONS

### Knowledge of:

Operations, functions, services, and activities of a local law enforcement agency.  
Pertinent Federal, State, and local laws, codes, and regulations including those related to apprehension, arrest, search and seizure, evidence and records maintenance, patrol, and traffic control.  
Criminal investigation methods and procedures including crime scene investigation, interrogation, fingerprinting, and booking techniques.  
Modern crime prevention and law enforcement methods and procedures including those used in investigation and identification, patrol, traffic control, records management, and care and custody of persons and property.  
Law enforcement theory, principles and practices and their application to a wide variety of services and programs.  
Recent court decisions and how they affect department and division operations.  
Rules of evidence pertaining to search and seizure and the preservation and presentation of evidence in court.  
Functions and objectives of Federal, State, and other local law enforcement agencies.  
Safe driving principles and practices.  
Use of firearms and other modern law enforcement equipment.  
Local geography, County streets, public buildings, and businesses.  
Principles of supervision, and training, and performance evaluation.  
Basic principles and practices of First Aid.

### Skill to:

Operate firearms and other modern law enforcement equipment.  
Operate modern office equipment including computer equipment.  
Operate a motor vehicle safely.

### Ability to:

Supervise, assign, coordinate, and review the work of assigned staff.  
Assume responsibility for assigned functions, services, and activities.  
Perform the full range of law enforcement activities.  
Gather, assemble, evaluate, and analyze facts and evidence.  
Participate in the development and preparation of the assigned budget and expenditure control.  
Interpret, apply, and explain the policies, procedures, laws, codes, and regulations pertaining to assigned programs and functions.  
Effectively represent the Sheriff's Department with individuals, community organizations, and other agencies.  
Act quickly and calmly in emergencies.  
Meet the physical requirements necessary to safely and effectively perform the assigned duties.  
Exercise good judgment, flexibility, creativity, and sensitivity in response to changing situations and needs.

Ability to:

Obtain information from interviews, interrogations, and observations.

Communicate clearly and concisely, both orally and in writing.

Establish, maintain, and foster positive and harmonious working relationships with those contacted in the course of work.

Experience and Training Guidelines:

*Any combination equivalent to experience and training that would provide the required knowledge, skills, and abilities would be qualifying. A typical way to obtain the knowledge, skills, and abilities would be:*

Experience:

Three years of law enforcement experience equivalent to that of a Deputy Sheriff with Madera County.

Training:

Equivalent to the completion of the twelfth grade supplemented by specialized training in police science, criminal justice, public or business administration, or a related field is desirable.

License or Certificate:

Possession of a current, valid Intermediate P.O.S.T. certificate.

Possession of CPR and First Aid certification.

Possession of, or ability to obtain, an appropriate, valid driver's license.

Special Requirements:

*Essential duties require the following physical skills and work environment:*

Ability to sit, stand, walk, run, kneel, crouch, stoop, squat, crawl, twist, climb, and lift 100 lbs.; exposure to cold, heat, noise, outdoors, vibration, confining work space, chemicals, explosive materials, mechanical hazards, and electrical hazards; ability to travel to different sites and locations; availability for shift work, on-call, and stand-by.

Must meet physical, background, and job related standards as established by the State of California and Madera County to ensure safety of department personnel and the general public.

Effective Date: May, 2000